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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Report

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## Appendices

1. CODIB-Approved Terms of Reference for Task Team II
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I. Summary of Conclusions and Recommendations

Information handling in the Intelligence Community is characterized by large and growing investments, a steady increase in the quantity of information, both incoming and in files, occurrence of more and more fast-reaction requirements and an increased application of intelligence to areas outside the Community itself.

In this dynamic environment, the vast majority of information and intelligence is provided in the form of "documents". Many of these are issued and distributed as series. These documents are received and processed by many organizations and, in a certain sense, tie the Community together. However, in order to take advantage of this aspect, we must be able, in many different processing systems, to identify these items commonly and to call each by the same name. A further requirement is to be able to categorize or classify these items for different end-use purposes, and to be able to refer to the same categories of these items in different information systems. We have used the phrase "item control" to refer to these needs.

The need for item control derives from the need to manage information processing activities (collection, communication, dissemination, storage, retrieval, manipulation), the need to design more effective information processing systems, and the need to communicate effectively between processors, users, system designers and managers. With respect to system design and information-exchange uses, the need is to describe efficiently, simply and accurately the inclusion and exclusion of information content in a given file or information system. Not until we can accurately and definitively describe the scope and content of our information systems can we hope to have more useful interchange between systems. Neither can we usefully identify and eliminate duplication of information processing until we have a means of item identification on a common or comparable basis. Without comprehensive and standardized inventories of information items, users cannot have nor be given assurance that all available information resources have been brought to bear on a given intelligence problem, estimate, or analysis.

Before we can solve all the problems involved in linking community systems together through data exchange at the more detailed level of the actual information content of files or items, we need to have gross common handles on the items that flow between organizations. Item control at the series level, addressed by Task Team II, therefore, does not directly provide,

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but is a prerequisite to, better control of the information content of intelligence issuances, either through shallow-level content control of the substantive contents of documents (as planned by Task Team I) or, later, coordination of deeper information-level control, as in deep-indexing retrieval systems. The Team, therefore, feels that its proposals for an Item Register System should be considered now, since many further improvements within the Community could be assisted by such a system (See Section II and IV).

The Team identified the essential elements most nearly meeting the criteria for unique identification of items (Section III). These include a minimum list of data elements such as originating organization, title, classification, unique reference number, etc. (Section III A 1 and III A 2) and devised a categorization scheme to be used for fully identified items to provide a capability for grouping them to serve different purposes (Section III A 3). In Section IV the Team integrated the elements into a proposal for an Item Register System with the following general characteristics:

1. Decentralized input by producers of requisite information by the producers of the item.
2. Centralized processing of input information and maintenance of an authoritative item register and descriptive data base, and,
3. Diversified form, formats and orderings of item information to satisfy a spectrum of uses, including catalog-type print-outs, special bibliographies, and ad-hoc query responses.

The initial system is envisioned as one uniquely controlling and identifying some 5000-7000 items at the series level. Preliminary manpower and cost estimates for the system, for designing, testing, evaluating and to reach operational capability in about six months, include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 machine hours (based on an IBM 1410). Once the design, testing, evaluation and build-up is complete, it is estimated that maintenance of the item register, production of periodic products and servicing of ad-hoc requests will require an estimated 10 machine hours per month, one half of one analyst's time and one fourth of one clerical's time (See Section IV C). Full evaluation by the Community users is provided for during the build-up period (Section V B).

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Several alternatives to an Item Register System are discussed by the Team (Section IV E), but judged less adequate. Team members proposed the Item Register System as a solution which does little or no violence to local systems, but which provides a unique and simple capability for system-to-system interchange of information about intelligence items. On this basis, other improvements in the future can be more solidly built.

The Team's recommendations can be summarized as follows: implement the Item Register System (including community evaluation) by assigning the task to one agency as a service of common concern (Recommendations A and B), assign the task of further standardization of bibliographic elements to the implementing agency chosen, to be performed when the Item Register System is a going operation (Recommendation C), and disband the present CCDIB Task Team II immediately (Recommendation D).

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